



# Child Care Background Checks



WISCONSIN DEPARTMENT OF  
CHILDREN AND FAMILIES

# The Child Care Background Unit began conducting checks for all WI programs in October 2018



WISCONSIN DEPARTMENT OF  
CHILDREN AND FAMILIES

# Who Needs a DCF Background Check?



- ❑ Applicants for licensing or certification
- ❑ Household members age **10** and older who reside in a childcare program
- ❑ Caregiver employees
- ❑ Noncaregiver employees and contractors with opportunity for unrestricted access

# Caregiver Definition

## Definitions

**Caregiver** means any of the following:

- A person who is an employee or contractor of a child care program and involved in the care or supervision of children in care
- A person who has direct contact and unsupervised access to children in care
- A person who has or is seeking, a license, certification, or contract to operate a child care program



# Caregiver Definition Continued

## Definitions

Caregivers also include:

- Student Teachers
- Substitutes and Substitute Teachers (Including those in 4K Collaborations)
- Household Members
- Volunteers Counted in ratio



# Noncaregiver Definition



## Definitions

### **Noncaregiver employee** means:

a person who provides services to a child care program as an employee or a contractor and is not a caregiver, but whose work at the child care program provides the ability to move freely throughout the premises and opportunities for interactions with clients of the child care program.

# Who Needs a Background Check?

## Determine Whether a Background Check Is Needed

<https://dcf.wisconsin.gov/ccregulation/background-check>

### Who Needs a DCF Background Check?

As of October 1, 2018, the Child Care Development Block Grant requires the State of Wisconsin to conduct background checks on individuals associated with a child care program. Under the new requirements, all caregiver and non-caregiver employees must undergo a DCF fingerprint-based background check every five years to be eligible to operate, work at, or reside in a child care center. Due to the number of background checks DCF now has to run, we are only running priority background checks at this time.



The questionnaire below is a tool to help providers determine who needs a priority background check. **However, it is the provider's responsibility to ensure they are in compliance with background check requirements.**

The following definitions apply to the terms on this form, and exist solely for the purpose of determining who requires a priority fingerprint-based background check:

#### Caregiver:

- (1) an employee or contractor of a child care program who is involved in the care or supervision of clients;
- (2) a person who has direct contact and unsupervised access to clients of a child care program.
- (3) a person who has, or is seeking, a license, certification, or contract to operate a child care program.

**Non-caregiver Employee:** a person who provides services to a child care program as an employee or a contractor and is not a caregiver, but whose work at the child care program provides the ability to move freely throughout the premises and opportunities for interactions with clients of the child care program.

Is the individual a caregiver or household member? 

- Yes
- No

# Who Needs a Background Check?

## Determine Whether a Background Check Is Needed

<https://dcf.wisconsin.gov/files/publications/pdf/5317.pdf>



WISCONSIN DEPARTMENT OF  
CHILDREN AND FAMILIES

Division of Early Care and Education  
Bureau of Early Care Regulation  
Child Care Background Unit

### CHILD CARE BACKGROUND CHECK ROLE CHART

The table below is not an exhaustive list of possible roles in child care; it is meant to provide examples and additional clarification regarding who is required by DCF to have a background check under to the new background check requirements in Wisconsin State Statute 48.686.

**DEFINITIONS**

**Caregiver means any of the following:**

1. A person who is an employee or contractor of a child care program and involved in the care or supervision of children in care.
2. A person who has direct contact and unsupervised access to children in care of a child care program.
3. A person who has, or is seeking, a license, certification, or contract to operate a child care program.

\* Student teachers, practicum students, household members, and volunteers counted in ratio are all considered **caregivers**.

**Household Member:** A person who is age 10 or older, who resides, or is expected to reside, at a child care program, and who is not a client of the child care program or caregiver.

**Noncaregiver Employees:** Individuals who provide services to a child care program as an employee or as a contractor and is not a caregiver, but whose work at the child care program provides the ability to move freely throughout the premises and opportunities for interactions with clients of the child care program.

Role	Description	5-Year Fingerprint-Based FBI Check
Administrative Staff	Someone working at a separate building, reception desk, office space, or somewhere in the facility who does not provide care for children, does not have the ability to move freely throughout the premises and does not have the opportunity to interact with children in care.	No
Administrative Staff	Someone providing administrative support or acting as office staff for a program or provider who does not provide care for children but does have the ability to move freely throughout the premises and the opportunity to interact with children in care.	Yes
Administrator	Someone overseeing administrative staff who has the ability to move freely throughout the premises and could potentially interact with children in care.	Yes
Applicant / Licensee	Anyone applying to start a licensed child care center or certified child care program.	Yes
Director	Anyone acting as the director of a child care facility or program.	Yes
Director - Assistant	Someone providing assistance or support for the director of a facility or program who cannot move freely throughout the premises and does not have the opportunity to interact with children in care.	No
Director - Assistant	Someone providing assistance or support for the director of a facility or program who can move freely throughout the premises and does have the opportunity to interact with children in care.	Yes
Facilities Staff	Facilities, maintenance, or grounds keeping staff who cannot move freely throughout the premises and do not have the opportunity to interact with children in care.	No
Facilities Staff	Facilities, maintenance, or grounds keeping staff who can move freely throughout the premises and have the opportunity to interact with children in care.	Yes
Household Member (18 or Older)	Any member or non-client resident of a household that is also a child care program or center who is 18 years of age or older.	Yes

# How Do We Get Started?

- ❑ Use the **Child Care Provider Portal (CCPP)** to enter the information needed to trigger fingerprint-based checks.
- ❑ The Child Care Provider Portal is the fastest way to submit individuals for a background check, and to receive results.
- ❑ For more information on the Child Care Provider Portal and how to gain access, visit <https://dcf.wisconsin.gov/childcare/provider-portal/info>
- ❑ More detailed information can be found at <https://dcf.wisconsin.gov/ccbgcheck>



# Adding Individuals to the Portal

## STEP ONE: Select the Individuals tab

Child Care Provider Portal  
Welcome, Pzmkee

Logout

Home

Facility ID  
FIS Provider ID  
Address   
Contact Name  
Phone

Financial Facility Details Communications Manage Facility **Individuals**

Provider Search

# Adding Individuals to the Portal

## STEP TWO: Select “Add Individual”

The Chicken Coop  
315 W Main St  
Madison, WI 53703-3114

Logout  
8800040088-001  
Facility ID 1123261  
FIS Provider ID N/A

### Individuals

Individuals at this location 

Name	Role(s)	Employment Period	Classroom	
Addie Administrator	Teacher - Assistant	08/01/18		<a href="#">Details</a> ▶
Dina Director	Director	06/13/18		<a href="#">Details</a> ▶
Dina Director	Employee	06/13/18		<a href="#">Details</a> ▶
Henny Quarter	Employee	04/20/16		<a href="#">Details</a> ▶
Sarah Simon	Driver			<a href="#">Details</a> ▶
Simple Simon	Applicant/Licensee	05/01/06		<a href="#">Details</a> ▶
Tammy Teacher	Employee	05/01/12	Infant A	<a href="#">Details</a> ▶

[History](#) ▶

[Add Individual](#) ▶

[...Less](#)



# Adding Individuals to the Portal

## STEP THREE: Enter the individual's basic details.

If an individual is not in our system, more information will be required, and a Background Check Request form automatically started.

Chocolate Cakes Daycare  
2414 E Cakery Dr  
Dane, WI 53214-4144

Logout  
1800039971-001  
Facility ID 1123204  
FIS Provider ID N/A

### Individual Basic Details

#### Individual

**First Name \***

**Middle Initial**

**Last Name \***

**Suffix Name**

**Gender \***  Male  Female

**Date of Birth \***

**SSN \***

[Next >](#)

[← Individuals](#)

# Submitting a Background Check Request

**STEP ONE:** Fully answer each section of the Background Check Request form.

## Background Check Request Form Details

- Military
- States
- Rehabilitate
- Criminal
- Delinquent
- SexOffender
- Investigation
- Restriction
- Submit

1. Have you been discharged from a branch of the U.S. Armed Forces, including any reserves duty?  Yes  No

Military Discharge Date

Comments

Upload

Document Comments

# Submitting a Background Check Request

## STEP TWO: Sign and submit the Background Check Request Form.

Military	Residency	Rehabilitation	Criminal	Juvenile	Sex Offender	Abuse/Neglect	Licenses	Submit
----------	-----------	----------------	----------	----------	--------------	---------------	----------	--------

Form completed by:  Proxy  Self

**SIGN HERE IF YOU ARE COMPLETING THIS FORM FOR YOURSELF.**

I understand that by providing my signature below I am attesting, under penalty of law, that the information provided above is truthful and accurate to the best of my knowledge. I understand that knowingly providing false information or omitting information may result in my not being eligible to hold a license or certificate to operate, reside at or be employed at a child care center, and that I may be subject to forfeitures and other sanctions as provided by law.

Signature Date: 10/1/2018

Electronic Signature:

Previous Submit

◀ Background Check Request Form

# Obtaining Fingerprint Code

A Fingerprint Code is immediately available in the “Individual Details” section of anyone who has had a BCR submitted.

**Individual Details**

Individual Details	
<b>Name</b>	Test Testington
<b>Address</b>	201 E Washington Ave Madison, WI 53703-2866
<b>Primary Phone</b>	(800)080-0088 ( Home)
<b>Email</b>	
<b>County/Tribe</b>	Dane County

[...More](#)

Aliases Names

Background Checks

Background Check Request Form

Individual Documents

Fingerprint Code

Individuals

# Obtaining Fingerprint Code

Select “Generate/View Fingerprint Code” to have it immediately created.

## Confirmation of Individual Information

Individual	
Name	Test Testington
Employment Period	

### Confirmation of Individual Information

You have successfully added the individual and all necessary background check information.

[Generate/View Fingerprint Code](#)



# Obtaining Fingerprint Code

A code and instructions are immediately displayed.

## Fingerprint Code

Carefully review the information to ensure accuracy. Inaccuracies can lead to background check delays and additional expense.

<b>Name:</b>	Testington, Test
<b>DOB:</b>	1/1/1901
<b>Fieldprint Code:</b>	FPWIDCFLicensee
<b>Reference Code:</b>	TE2001149

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How to schedule a Fieldprint® Livescan fingerprint capture appointment:

1. Access the Fieldprint® website at <http://fieldprintwisconsin.com/>
2. Click Schedule an Appointment.
3. Follow the onscreen instructions to register with Fieldprint® or log-in if you are an existing user.
4. Submit the unique Fieldprint® Code provided below for the individual being fingerprinted.
5. Complete the demographic information.
6. Under Additional Information, enter the unique 9-character Reference Code provided below for the individual being fingerprinted. This Reference Code is customized for each individual and is linked to his or her criminal search results. Please verify the Reference Code was entered correctly before proceeding.
7. Complete the rest of the screens, choose a location, schedule the appointment and submit payment using a credit/debit card or e-check.

**Note:** The codes provided at the end of this letter are unique for each individual listed. Individuals must only use the codes provided below when scheduling a Fieldprint® appointment and may not share these codes with other individuals.

To avoid any delays in completing the full background check, please schedule a Fieldprint® appointment immediately. The preliminary background check begins as soon as the individual completes the digital fingerprint. The final eligibility determination may take up to 45 days to complete. If the individual has lived out of state in the last five years or checks are needed in multiple states, the final determination of eligibility may exceed 45 days.

For additional information about fingerprint-based background checks and answers to frequently asked questions, visit our website at <https://dcf.wisconsin.gov/clicensing/cbc> . Should you need further assistance, you can contact the Child Care Background Unit by calling (608) 422-7400 or emailing [DCFlicBECCBU@wisconsin.gov](mailto:DCFlicBECCBU@wisconsin.gov)

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  Individuals

# Making a Fingerprint Appointment

## STEP ONE: Fingerprint Instruction Letter is received

- Provider receives a fingerprint instruction letter with the Fieldprint ID code and individual reference code
- Individual goes to the Fieldprint website to schedule a fingerprint appointment at <https://fieldprintwisconsin.com/>

fieldprint<sup>®</sup> Fingerprinting  
Serving Wisconsin

Already have an appointment?  
[Login](#)

fieldprint<sup>®</sup>  
The Largest Livescan Network in Wisconsin

Simple. Safe. Secure.

- ✓ Quick, easy scheduling
- ✓ Convenient locations
- ✓ Fast, professional fingerprint collections

[Schedule an Appointment](#)

» [How It Works](#)

» [Our Locations](#)

» [FAQs](#)

» [About Fieldprint](#)

Fieldprint's fingerprinting process is quick, easy and convenient!

- 1 Schedule Your Visit**  
Sign in to our secure system to schedule your fingerprinting appointment at a convenient site near you.
- 2 Attend Appointment**  
Visit our professional collection location and have your fingerprints scanned electronically.
- 3 Get Results Fast!**  
We submit your fingerprints to the state electronically, so your results are returned quickly.

Applicants - Get started today! It's easy to [schedule an appointment](#).

© Copyright 2009-2018. Fieldprint, Inc. [Home](#) | [Glossary](#) | [History of Fingerprinting](#) | [Site Map](#) | [Legal / Privacy](#) | [Contact Us](#)

# Making a Fingerprint Appointment

## STEP TWO: Schedule a Fingerprint Appointment

- Individual enters the Fieldprint reason code FPWIDCFLicensee

fieldprint Welcome, kimberly.pahlowanderson@wisconsin.gov! Logout English Español Français

Need More Help?  
[Frequently Asked Questions](#)

**Reason**

We value your personal information and keeping it secure at ALL times. [Privacy Statement](#)

Your information is saved as you complete each step. You can log in and continue at any time.

**Fieldprint Code**

FPWIDCFLicensee x ?

Continue

If you don't have a Fieldprint® code, please contact the employer or organization that sent you to this website.

Last Login:10/1/18 9:39 © Copyright 2009-2018. Fieldprint, Inc. [Terms & Conditions](#) [Fieldprint Privacy Policy](#) [FBI Privacy Act Statement](#)

- Individual enters the individual reference code

**NOTE:** Reference codes are specific to the individual and should not be shared or re-used

fieldprint Welcome, kimberly.pahlowanderson@wisconsin.gov! Logout English Español Français

1 2 3 4 5  
Data Collection Authorization Time and Location Payment Confirmation

Need More Help?  
[Frequently Asked Questions](#)

**Additional Information**

We value your personal information and keeping it secure at ALL times. [Privacy Statement](#)

Your information is saved as you complete each step. You can log in and continue at any time.

Required items are marked with \*

The employer or organization that sent you to this website or the processing agency requests the following additional information.

Reference ID: \*

PA5000588 x ?

Save and Continue Back

Last Login:10/1/18 9:39 © Copyright 2009-2018. Fieldprint, Inc. [Terms & Conditions](#) [Fieldprint Privacy Policy](#) [FBI Privacy Act Statement](#)

# Making a Fingerprint Appointment

## STEP THREE: Schedule and Attend the appointment

- Individual enters payment information for the background check fees: \$39.00 total (\$31.25 DOJ and \$7.75 fingerprint collection)
- Individual goes to the appointment and submits digital fingerprints (or ink prints if digital is unavailable)
- Two forms of ID are required to be presented at the appointment
- \* Please note: it is up to the individual and the provider to decide how this fee is paid for.

Welcome, kimberly.pahlowanderson@wisconsin.gov! [Logout](#) [English](#) [Español](#) [Français](#)

1 Data Collection 2 Authorization 3 Time and Location 4 Payment 5 Confirmation

**Schedule Your Visit** We value your personal information and keeping it secure at ALL times [Privacy Statement](#) Your information is saved as you complete each step. You can log in and continue at any time.

**Find a Location** [Use your home address](#)

Please enter your home, work, or other convenient address below and click the Find button. \*

[Find](#)

[Back](#)

**Locations**

Once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a \$7.75 charge.

The following locations host Fieldprint Stations. Please click the Schedule Appointment button related to the desired location to begin scheduling your appointment or click Find to search for locations near a different address.

Location Name	Distance	Hours of Operation	Notes
1. Fieldprint Site - Drug & Alcohol Testing 24/7 1574 West Broadway Broadway Station, between MedSpa & Home Instead Madison, WI 53713	2.8 mi	M T U W T H F 07:00 AM - 03:50 PM <a href="#">Schedule Appointment</a>	Livescan, Photo, I9 No Additional Fees Expedited Processing

**Available Dates and Times**

Enter a date (mm/dd/yyyy) or select an available date from the calendar:

[Get Available Times](#)

Calendar showing available dates for October 2018 and November 2018.

# The Background Check Process

## STEP ONE: Preliminary Eligibility

- DCF receives and reviews the FBI and WIDDOJ criminal history results.
- DCF provides preliminary results in 5-7 business days.
- If there are no barred offenses, the provider and individual receive notice of preliminary eligibility.
- **Preliminary eligibility** means the individual can work in a child care setting under supervision of someone with a completed DCF background check.
- **Supervision** for preliminary eligibility is defined as **periodic direct observation**.
- If there are barred offenses, the provider and individual receive notice of **preliminary ineligibility**. The person cannot work or reside in a child care center.
- A list of barred offenses is available at <https://dcf.wisconsin.gov/files/publications/pdf/5206.pdf>



# The Background Check Process

## STEP TWO: Final Eligibility

- 
- DCF conducts the rest of the background check:
    - ❑ Child abuse and neglect history
    - ❑ Sex offender registries (state and federal)
    - ❑ Consolidated Court Automation Programs (CCAP)
    - ❑ Out-of-state criminal and child abuse history
    - ❑ Court and police records
  - The provider and individual receive a final eligibility notice, which may take up to 45 days depending on the complexity of the background check.
  - **Final eligibility** means the individual can work or reside in a child care center.
  - **Final ineligibility** means the individual cannot work or reside in a child care center. The individual receives information about the reasons for ineligibility and appeal rights.

# Background Check Notice:

## Background Check Notices Contain:

- Provider Location Information
- The Fieldprint Code Release Date
- Contact Information
- A List of Individuals Currently Attached to the Center in DCF's System

DEPARTMENT OF CHILDREN AND FAMILIES  
CHILD CARE BACKGROUND UNIT  
201 E WASHINGTON AVE ROOM E200  
PO BOX 8916  
MADISON, WI 53708-8916



State of Wisconsin  
Provider # 3800036563/002  
Facility ID 1122334

Date: 07/30/2019

000001  
RANDY RANDALL  
RANDYS GROUP CARE INC  
444 SCHOOL AGE RD  
MILWAUKEE, WI 45445

Contact:  
Child Care Background Unit  
Phone: (608) 422-7400 Fax: (608) 422-7155  
TTY: Dial 711 for TTY Service

The State of Wisconsin is an equal opportunity service provider. If you need this material in a different format because of a disability, or if you need this letter translated or explained in your own language, please call the telephone number shown above. These services are free.

### Background Check Notice

You are receiving this notice because the Department of Children and Families (DCF) will begin conducting background checks on existing individuals associated with your program prior to October 1, 2018. The law requires DCF to conduct a fingerprint-based criminal record search every five years on any individual who is:

1. A child care applicant or licensee/operator
2. A household member 18 years or older residing on the premises of a proposed or licensed/certified child care center
3. An employee 18 years or older of a child care program in a caregiver or non-caregiver role
4. An applicant, licensee/operator, caregiver or employee of a child care who has not been a resident of Wisconsin at any time within the last five years
5. A household member 18 years or older who has not been a resident of Wisconsin at any time within the last five years
6. DCF determined the individual's employment, licensing or state court records provide a reasonable basis to require a fingerprint-based criminal record check

We will begin the background check process on 09/30/2019. Access the Child Care Provider Portal (CCPP) at [mychildcareproviders.wisconsin.gov](https://mychildcareproviders.wisconsin.gov) to review your list of individuals for accuracy, to add individuals, make changes and submit or update Background Check Request forms. Background checks will be initiated from the individuals listed in CCPP. Any applicant/licensee or household member who had a fingerprint check run by DCF in the past five years does not need a new fingerprint check until five years from their last check.

If you have questions about accessing the Child Care Provider Portal, visit the CCPP information page at <https://dcf.wisconsin.gov/childcare/provider-portal/info>

For additional information about fingerprint-based background checks and answers to frequently asked questions, visit our website at <https://dcf.wisconsin.gov/cclicensing/cbc>. Should you need further assistance, you can contact the Child Care Background Unit by calling (608) 422-7400 or emailing [DCFPLICBECRCBU@wisconsin.gov](mailto:DCFPLICBECRCBU@wisconsin.gov).



# iChildCare Portal: <https://ichildcare.wisconsin.gov/>

Allows an individual to request their own background check and manage their own information.

**iChildCare**

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## Login

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**User ID**

**Password**

Show Password

Remember me

**Login**

If you are new to this site, visit the [Create a Logon](#) page. Note: Individuals who have access to Wisconsin DCF's Child Care Provider Portal should use the same username and password to login in here; there is no need to create another logon.

For problems logging in or to update your user profile/password, visit the [Account Management](#) site.

iChildCare is the Wisconsin Department of Children and Families' (DCF) individual portal for not only child care applicants, licensees, employees, and household members but also individuals interested in entering the child care field. It provides access to and information regarding background checks required for individuals who interact with children in regulated child care settings in Wisconsin. If you are seeking child care employment in another state, visit <https://dcf.wisconsin.gov/ccbgcheck/outofstate> for more information.

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[Help](#) [Contact Us](#)



# iChildCare Portal:

An individual can manage their contact information directly, and it will automatically be updated in the Child Care Provider Portal.

## Create Account

### Account Details

**First Name \***

**Middle Initial**

**Last Name \***

**Suffix**

**Email Address ⓘ**   
Enter your email address.

**Primary Phone Type ⓘ\***  Home  Work  Cell

**Primary Phone Number ⓘ\***

**Secondary Phone Type**  Home  Work  Cell [Cancel](#)

**Secondary Phone Number**

**Address ⓘ\***

**Address Line 2**

**City \***

**State \***  ▼

**County/Tribe ⓘ\***  ▼

**Zip Code \***

# iChildCare Portal:

Located at: <https://ichildcare.wisconsin.gov/>

## Personal Details

Account Details	
<b>Name</b>	Randy Tester
<b>Address</b>	201 E Washington Ave, Madison WI, 53703-2866
<b>Email</b>	
<b>Primary Phone</b>	(608) 422-6033
<b>Secondary Phone</b>	
<b>County/Tribe</b>	Dane County
<b>Date Of Birth</b>	1/1/1973
<b>SSN</b>	XXX-XX-3333
<b>Gender</b>	Male
<b>Race</b>	Asian
<b>Language</b>	English
<b>Primary Role</b>	Director
<b>Secondary Role</b>	

[✎ Modify Account Details](#) ▶

◀ [🏠 Home](#)

[👤+ Alias Names](#)

# iChildCare Portal:

Individuals can update their Background Check Request (BCR), see Background Check Results, and request a Fingerprint Code the same day they submit a BCR.



The screenshot shows the iChildCare portal interface. At the top left is the iChildCare logo. To its right is the user name "Randy Tester" and their address: "201 E Washington Ave, Madison WI, 53703-2866". In the top right corner is a "Logout" link. Below the user information is a section titled "Background Checks" with a help icon. Underneath this section are three blue buttons: "Background Check Results" (with a scales icon), "Background Check Request Form" (with a barcode icon), and "Fingerprint Code" (with a fingerprint icon). Below these buttons is a blue navigation bar with a left arrow and a "Home" button with a house icon. At the bottom of the page is the Wisconsin Department of Children and Families logo, with "Help" and "Contact Us" links below it.

# iChildCare Portal:

If a code is needed an individual can select “Generate Code.”

## Fingerprint Code <sup>?</sup>

Carefully review the information to ensure accuracy. Inaccuracies can lead to background check delays and additional expense. If the list requires updates, contact the DCF Child Care Background Unit by phone at [\(608\) 422-7400](tel:6084227400) or e-mail at [DCFplicBECRCBU@wisconsin.gov](mailto:DCFplicBECRCBU@wisconsin.gov)

**Name:** Tester, Randy

**DOB:** 1/1/1973

**Fieldprint Code:** FPWIDCFLicensee

**Reference Code:** [Generate Code](#)

[← Background Checks](#)



# iChildCare Portal:

Instructions and a code are immediately created.

## Fingerprint Code<sup>®</sup>

Carefully review the information to ensure accuracy. Inaccuracies can lead to background check delays and additional expense. If the list requires updates, contact the DCF Child Care Background Unit by phone at (608) 422-7400 or e-mail at [DCFPLicBECRCBU@wisconsin.gov](mailto:DCFPLicBECRCBU@wisconsin.gov)

**Name:** Tester, Randy  
**DOB:** 1/1/1973  
**Fieldprint Code:** FPWIDCFLicensee  
**Reference Code:** TE2001084

How to schedule a Fieldprint<sup>®</sup> Livescan fingerprint capture appointment:

1. Access the Fieldprint<sup>®</sup> website at <http://fieldprintwisconsin.com/>
2. Click Schedule an Appointment.
3. Follow the onscreen instructions to register with Fieldprint<sup>®</sup> or log-in if you are an existing user.
4. Submit the unique Fieldprint<sup>®</sup> Code provided above for the individual being fingerprinted.
5. Complete the demographic information.
6. Under Additional Information, enter the unique 9-character Reference Code provided above for the individual being fingerprinted. This Reference Code is customized for each individual and is linked to his or her criminal search results. Please verify the Reference Code was entered correctly before proceeding.
7. Complete the rest of the screens, choose a location, schedule the appointment and submit payment using a credit/debit card or e-check.

**Note:** The codes provided at the end of this letter are unique for each individual listed. Individuals must only use the codes provided above when scheduling a Fieldprint<sup>®</sup> appointment and may not share these codes with other individuals.

To avoid any delays in completing the full background check, please schedule a Fieldprint<sup>®</sup> appointment immediately. The preliminary background check begins as soon as the individual completes the digital fingerprint. The final eligibility determination may take up to 45 days to complete. If the individual has lived out of state in the last five years or checks are needed in multiple states, the final determination of eligibility may exceed 45 days.

For additional information about fingerprint-based background checks and answers to frequently asked questions, visit our website at <https://dcf.wisconsin.gov/cclicensing/cbc>. Should you need further assistance, you can contact the Child Care Background Unit by calling (608) 422-7400 or emailing [DCFPLicBECRCBU@wisconsin.gov](mailto:DCFPLicBECRCBU@wisconsin.gov)

◀ |  Background Checks

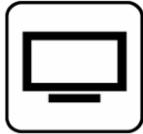


# What Should Providers Do Now?

- Enter all active individuals into the Child Care Provider Portal.
- Keep track of the Fieldprint Code Release Date.
- Make sure all individuals complete a fingerprint appointment within 30 days of receiving a Fieldprint Code.
- Make sure all individual information is accurate and entered into the portal, including address, email and phone number.
- Make sure to keep a Final Eligibility letter for each caregiver and noncaregiver employee at your center on file, or ensure you can access their profile in the portal upon a licensing visit.



# Where To Go for More Information



Visit the DCF website for Frequently Asked Questions  
<https://dcf.wisconsin.gov/ccbgcheck>



Subscribe to receive DCF child care emails  
<https://dcf.wisconsin.gov/childcare/email-signup>



Email the DCF Caregiver Background Unit  
[DCFPIcBECRCBU@Wisconsin.gov](mailto:DCFPIcBECRCBU@Wisconsin.gov)